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SUBJECT: Categories and Numbering of ORR Projects, Publications, and Other Issuances (Exclusive of NIS, EIC, and OCh/G).

#### A. Categories of Publications

The following list of ORR publications includes only those categories approved by the DDI on 6 March 1952 in his memorandum "Categories of CIA Intelligence Publications." The descriptive material in quotations is taken from this memorandum. Only those categories regularly in use in ORR are considered. Others, such as "Research Aid," for example, could be used when appropriate. EIC, NIS, and OCh/G publications are omitted.

##### 1. Economic Intelligence Report CIA/RR

(Standard Distribution)

"A publication presenting exhaustive research which may or may not include an estimate." The major ORR publication resulting from the basic economic research program.

##### 2. Provisional Intelligence Report CIA/RR PR

(Normally Standard Distribution)

"A preliminary version of an intelligence report or of certain parts of an extended project, or a report which is not to be finished but on which considerable work has been done, it being recognized that postponement of publication until all intended research is completed would not be in the best interests of the parties concerned." Includes reports in which the subject matter, especially the methodology, may be tentative and exploratory.

##### 3. Intelligence Memorandum CIA/RR IM

(Ad Hoc Distribution)

"A brief, timely, and interpretative statement of intelligence." An economic intelligence study, either requested or self-initiated, the subject matter of which either falls outside the ORR production plan or deals with a matter of limited scope or special timeliness within the plan. Ordinarily limited to self-contained projects of value to others besides the requester.

##### 4. External Research Study CIA/RR ER

(Ad Hoc Distribution)

"A monograph prepared outside the government and published by CIA."

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B. Other Issuances

The following categories are not publications in the usual sense. They are established to provide a control and record of all other intelligence papers prepared in ORR in support of other offices or agencies, for exchange on the working level, or for committee use.\*

1. Working Paper CIA/HR Project (Job No.) (WP)  
(Ad Hoc Distribution)

A working paper is an informal issuance of ORR which is not included in any of the official categories of CIA publications and the distribution of which may be controlled by ORR and not be OCD. The working paper may be (1) a draft of a paper that might later become a formal report or part of a formal report, (2) a contribution to a formal report, (3) a report for committee consideration, (4) an informal working-level study of problems of interest to opposite numbers in other agencies, (5) an informal response to an internal or external request, or (6) any incomplete or tentative paper the timely distribution of which to other persons or offices would be of benefit to ORR or to the recipient.

2. Internal Project CIA/RR IP

Report prepared in response to internal CIA requests (RCM/OIS-PI, EIC, ONE, etc.). Usually issued to requester only except where subject matter is of broad interest in which case a limited number may be distributed to others on an ad hoc basis. Most of these are, in fact, special-purpose working papers and may carry a special caveat to that effect, when appropriate.

\* The following is quoted from the memorandum of the DDI cited above:

"The 'working paper' should have no status among publications and insofar as semi-finished papers are reproduced and disseminated for committee business they, too, are not publications. At such time as such papers warrant publication status they should be published under one of the established categories.

"Dissemination and control of working papers, committee documents, and papers prepared as contributions to NIE's for the covert offices or other agencies is the responsibility of the issuing office. In the event that finished research cannot be published in one of the official categories for security or other reasons the originating

office is responsible for deciding whether the document shall rest in the central OCD file and, if so, take appropriate action."

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3. Miscellaneous Project CIA/ER MP

Brief study, comment, or information prepared to fill a particular, but limited need, and transmitted, usually in typescript copy only, directly to the requester. Prepared ordinarily in response to requests from outside CIA. Occasional limited additional distribution may be authorized. This is not in any sense a series of similar issuances, merely a convenient filing designation for miscellaneous items that do not fall into any other category. Most of these are, in fact, special-purpose working papers and may carry a special caveat to that effect, when appropriate.

C. Numbering of Projects

1. Each project assigned in ORR beginning with the 1953 Program is given a job number which identifies the division, branch, project and sub-project. The following office and divisional designations have been assigned:

- 0. Office Projects
- 10. Analysis Division
- 20. Materials Division
- 30. Industrial Division
- 40. Services Division

Detailed Branch designations are given in Appendix A.

Thus, all projects assigned to the Industrial Division (30.), Weapons Branch (37.), are numbered consecutively as follows: 37.1, 37.2, 37.3, etc. Consolidated projects, divided into separate parts, to be produced separately are shown thus: 37.3.1, 37.3.2, 37.3.3, etc.

2. When the project assigned lies outside the approved basic research program, the job number is followed by such designations as (MP) or (IP) to show the purpose for which the paper is being prepared, namely an external or internal request, thus: 37.21 (MP), or 37.22 (IP). When Intelligence Memoranda or Working Papers are to be similarly prepared, (that is, outside the basic research program), they may also be designated in advance with the symbols (IM) or (WP).

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D. Numbering of Publications and Issuances

1. With the exception of working papers, all ORR publications and issuances are assigned numbers in one of the approved series when issued. Each of these series is numbered consecutively, and the control is maintained in D/R. The job number is also given in parenthesis for cross-reference, thus:

CIA/RR 14  
(ORR Project 22-51)

CIA/RR PR 17  
(ORR Project 6-52)

CIA/RR IM 395  
(ORR Project 46.5)

2. Working papers are not issued in series and carry only the job number and the designation, thus:

CIA/RR Project 45.5 (WP)

Special-purpose working papers, such as certain IP's and MP's, may also carry a similar designation, thus:

CIA/RR IP 275 (WP)

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APPENDIX A

OFFICE OF RESEARCH AND REPORTS

DIVISIONAL AND BRANCH NUMERICAL DESIGNATIONS

0. Office Projects

10. Analysis Division

- 11. Economic Accounts Branch
- 12. Surveys Branch
- 13. Capabilities Branch
- 14. Budget and Plans Branch

20. Materials Division

- 21. Agriculture Branch
- 22. Chemicals Branch
- 23. Ferrous Metals Branch
- 24. Non-Ferrous Metals and Minerals Branch
- 25. Petroleum Branch
- 26. Solid Fuels
- 27. Special Commodities Branch

30. Industrial Division

- 31. Ammunition Branch
- 32. Capital Goods Branch
- 33. Aircraft Branch
- 34. Production Equipment Branch
- 35. Shipbuilding Branch
- 36. Electrical Equipment Branch
- 37. Weapons Branch
- 38. Industrial Projects Branch

40. Services Division

- 41. Organizations Branch
- 42. Trade and Finance Branch
- 43. Transportation Branch
- 44. Electric Power Branch
- 45. Labor Branch
- 46. Communications Branch
- 47. Construction Branch
- 48. Consumer Goods and Services Branch

Proposed:

100. Office of the Chief for Coordination

110. Economic Defense Division

- 111. Commodities Branch
- 112. Export Control Branch
- 113. Areas Branch
- 114. Economic Measures Branch

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